

## Procurement and Contract Administration Training

This course provides guidance to tribes and TDHE's in meeting the procurement compliance requirements under NAHASDA. The law requires that tribes and TDHE's follow the regulation at 24 CFR Part 85.36. These regulations will be covered in detail. Participants will learn about the duties of the procurement staff in carrying out their responsibilities for ensuring competition, meeting the Indian preference requirements and recordkeeping. Use of the GSA/ Federal Supply Schedules will be discussed. Additionally, tribes and TDHEs will better understand their monitoring and oversight responsibilities.

### DETAILS:

**Who Should Attend:** Tribal Council and BOC members, staff involved with the acquisition of supplies, services and contract administration of the HUD's IHBG and ICDBG programs.

**Registration:** The course is FREE but limited to the first 50 persons to pre-register due to materials and space limitations. Call Diane Burgins at (602) 379-7201 or Fax (602) 379-3101.

### About The Trainer:

Marlin Knight has worked in Indian Housing Programs since 1975. For over thirteen years, he worked as the Executive Director for two Regional Housing Authorities in Alaska. As the Contracting Officer, he was directly responsible for the procurement and contract administration of millions of dollars of Federal funding. Contracting and procuring materials for rehabilitation projects brought unique logistical challenges, which is shared as practical hands on experience. In 1988, Mr. Knight joined HUD's Office of Indian Programs, which in 1992 was reorganized, into the Office of Native American Programs. For the following fifteen years, he served as the Administrator for the Alaska ONAP. In that position, he was responsible for carrying out all HUD programs serving the 238 Federally Recognized Tribes in Alaska and their Tribally Designated Housing Entities. He currently works in the Southwest Office of Native American Programs and provides training and technical assistance in various aspects of the Indian Housing program.

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